

PERFORMANCE WORK STATEMENT
Tetra Tech Contract No. EP-C-09-019
Work Assignment No. 1-17

TITLE: Inland Waters Summary Report to Support the Development of New Recreational Criteria

PERIOD OF PERFORMANCE: April 1, 2010 through March 31, 2011

EPA WORK ASSIGNMENT MANAGER (WAM)

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ALTERNATE WAM

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SOW: § 3.4: Guidance and Report Development

LEVEL OF EFFORT: 735 hours

STATEMENT OF WORK

Background:

The U.S. Environmental Protection Agency's (EPA) Office of Science and Technology (OST) is responsible for developing sound, scientifically defensible standards, criteria, advisories, guidelines, limitations and standards guidelines under the Clean Water Act. EPA is conducting critical science and research in order to publish new or revised recreational water quality criteria by October 2012. These criteria will replace the current criteria recommendations issued in 1986 and will be used by States, Tribes and Territories in their adoption of new water quality standards (WQS) to protect people from illness associated with fecal contamination in water. A key research project identified to inform new criteria development is evaluating the applicability of National Epidemiological and Environmental Assessment of Recreational (NEEAR) Great Lakes (epidemiological study) data to inland waters. More specifically, EPA's Critical Path Science Plan (August 2007) describes the project (P28) as follows: "Assess the similarities and differences between coastal freshwaters [i.e., Great Lakes] and inland freshwaters to establish whether there are or not significant differences to justify additional studies to support applicability of criteria to inland waters..."

In an effort to complete the Inland Waters research project (P28), EPA, their contractors, and others have undertaken a series of related efforts. Results from these efforts will form the basis of the major deliverables under this Work Assignment. The work products related to those efforts include:

1. Draft Inland Waters Literature Review prepared by Clancy Environmental
2. Final Water Environment Research Foundation (WERF) Experts Workshop Report
3. Draft report that evaluates monitoring schemes for inland waters (as part of "Sampling and Statistical Considerations for Monitoring of Recreational Waters") prepared by Clancy Environmental

4. Deliverable from the completion of Critical Path Science Plan project P15: Examine relationships between qPCR and culture-based indicators (prepared by Clancy Environmental)
5. Results from WERF's PATH7R09 "Comparative Evaluation of Molecular and Culture Methods for Fecal Indicator Bacteria for use in Inland Recreational Waters"
6. Results from Critical Path Science Plan project P8 - Fate & Transport of the qPCR signal prepared by the Officer of Research and Development (ORD)
7. Deliverable from "Compare and Evaluate Study Designs of Health Effects Associated with Recreational Water Exposure" (prepared by Clancy Environmental)
8. Report on Single Lab Validation Study
9. Report or publication related to Stefan Weurtz work on "Quantification of Pathogens and Sources of Microbial Indicators for Quantitative Microbial Risk Assessment (QMRA) in Recreational Waters."

As work products from these efforts are made available to the EPA WAM, the WAM will provide them to the contractor for use in completing the tasks of this work assignment.

Purpose:

The purpose of this Work Assignment is to prepare a report that provides an overall picture of the work EPA (including related work through WERF) has undertaken to support the assessment of applicability of the new criteria to inland waters. The report shall include a summary of key concepts, results, or conclusions found in the collection of reports, documents, and projects that support EPA's Inland Waters project (P28). In addition to the report, the work assignment includes a task to prepare an analysis that would identify information that could be used in future EPA decision-making about the applicability of the coastal and/or Great Lakes data to inland waters.

Task 1: Work Plan and Budget

The contractor shall prepare a work plan and cost estimate (by task) for the tasks in this performance work statement (PWS), including proposed level of effort, budget, and a schedule of tasks and submit it to the EPA Contracting Officer (CO), Project Officer (PO) and Work Assignment Manager (WAM) for their approval within 15 calendar days of receipt of this work assignment. If needed, the contractor shall hold a conference call with the EPA WAM prior to submission of the work plan to discuss any issues needing clarification related to the work plan.

Task 2: Inland Waters Initial Draft Summary Report

The contractor shall prepare a report that summarizes the key concepts, results, or conclusions found in each of the work products (or the portion of the work products that relates to inland waters or comparisons of inland waters to other waterbody types) that have been provided by the EPA WAM to the contractor at the initiation of this task. The full list of work products are described in the "Background" section above. Prior to initiating drafting of the Summary Report and within 1 week of work plan approval, the contractor shall meet (through teleconference) with the EPA WAM and other EPA recreational criteria team members to ensure they have the materials they need and that they understand the objective of the task (and the work assignment). Within 1 week of the teleconference, the contractor shall then draft an outline of the report and submit the outline to the EPA WAM for review. Within 1 week of receiving comments from the EPA WAM, the contractor shall finalize the report outline. Within 1 month of finalizing the outline, the contractor shall then prepare an initial draft summary report for review by the EPA WAM.

Task 3: Inland Waters Final Draft Summary Report

Within 3 weeks of receipt of comments from the EPA WAM, the contractor shall prepare a final draft of the summary report that addresses the comments for submittal to the EPA WAM. The final draft report shall include an executive summary and a list of references. The final draft report shall encompass summaries for all work products listed in the “Background” section that have been provided by the EPA WAM. If the EPA WAM has a delay in providing any documents, the contractor shall have an additional 2 weeks from receipt of the additional work products to incorporate summaries into the final draft report. If information changes in the original source materials, the EPA WAM will provide technical direction to the contractor to update the related summaries from the initial draft report.

Task 4: Inland Waters Final Summary Report

Within 2 weeks following receipt of EPA comments on the draft final summary report, the contractor shall prepare a final report in both MS Word and pdf. The contractor shall make the final document web ready and 508 compliant.

Task 5: Analysis of Applicability

Within 1 week of submittal of the Final Draft Summary Report (Task 3), the contractor shall meet with the EPA WAM (by teleconference) to ensure that they understand the objective of this task and discuss their approach for the analysis. Within 2 weeks of the meeting, the contractor shall provide the EPA WAM with a draft document that provides an analysis of the significance of the differences and similarities between inland waters and Great Lakes and/or coastal waters based on the key points and conclusions from the Summary Report (and related original source documents). The analysis shall be provided as a separate document from the Summary Report. Within 1 week of finalizing the Summary Report (Task 4), the contractor shall revise the analysis document to address EPA comments and to reflect any revisions that were made to key concepts or conclusions in developing the Final Summary report.

Task 6: Quality Assurance and Meeting the EPA Information Quality Guidelines Checklist

The contractor shall ensure the products developed under this work assignment comply with the EPA Information Quality Guidelines and shall complete the Checklist for Influential Information (attached) as the final deliverables from this work assignment may be used in Agency decision-making and/or will be publicly available documents. The contractor shall provide a memorandum describing how the planned product(s) developed meet EPA’s Information Quality Guidelines checklist. As part of that memo, the contractor shall document the quality assurance procedures it used in developing the deliverables under this Work Assignment. The contractor shall provide the memo at the time it delivers the Final Summary Report. As requested by the EPA WAM, the contractor shall meet with the EPA WAM (through teleconference) to discuss the Guidelines and the contractor’s role in completing the checklist.

SCHEDULE AND DELIVERABLES

Task/Subtask	Deliverables	Due Date
Task 1: Work Plan and Budget		
1	Work Plan	Within 15 calendar days of receipt of work assignment

Task/Subtask	Deliverables	Due Date
Task 2: Inland Waters Initial Draft Summary Report		
2	Teleconference	Within 1 week of work plan approval
	Draft Outline	Within 1 week of teleconference
	Final Outline	Within 1 week of receipt of EPA WAM's comments
	Initial Draft Summary Report	Within 1 month of finalization of outline
Task 3: Inland Waters Final Draft Summary Report		
3	Draft Final Summary Report (including revised summaries based on new information)	Within 3 weeks of receipt of EPA WAM's comments on initial draft report (allow up to 2 additional weeks to incorporate new or revised information)
Task 4: Inland Waters Final Summary Report		
4	Final Summary Report (MS Word, pdf, and web ready formats)	Within 2 weeks of receipt of EPA WAM's comments on final draft report
Task 5: Analysis of Applicability		
5	Teleconference	Within 1 week of submitting draft final summary report to the EPA WAM
	Draft Analysis	Within 2 weeks of the teleconference
	Revised Analysis	Within 1 week of finalizing the Final Summary Report
Task 6: QA and Information Quality Guidelines Checklist		
6	Memo and completed Checklist	Concurrent with delivery of Task 4 deliverable (Final Summary Report)

TRAVEL:

Travel is not expected for this work assignment. Any travel chargeable to this work assignment shall be allowable only in accordance with the limitation of FAR 31.205-43 and FAR 31.205-46, and must be approved by the EPA Project Officer prior to travel taking place.

CONTRACTOR IDENTIFICATION:

Contractor personnel shall clearly identify corporate affiliation at the start of any meeting. While attending EPA-sponsored meetings, conferences, symposia, etc. or while on a Government site, Contractor personnel shall wear a badge which identifies the individual as a contractor employee. Contractor personnel are strictly prohibited from acting as a representative of the Agency at meetings, conferences, symposia, etc.

SPECIAL CONDITIONS:

A. The contractor shall provide all materials written under these tasks to the EPA WAM, as per work assignment, in electronic form and 2 hard copies of the final products. Electronic versions shall be in Microsoft Word and/or PDF.

CONFIDENTIALITY:

Some of the work assigned under these tasks will be to draft, edit and review sensitive program and organizational information. The contractor shall not discuss the contents of the conference or meeting discussions with anyone that did not participate in those discussions.

NOTICE REGARDING GUIDANCE PROVIDED UNDER THIS WORK ASSIGNMENT:

Guidance is strictly limited to technical and analytical support. The contractor shall not engage in activities of an inherently governmental nature such as the following:

- (1) Formulation of Agency policy
- (2) Selection of Agency priorities
- (3) Development of Agency regulations

Should the contractor receive any instruction from an EPA staff person that the contractor ascertains to fall into any of these categories or goes beyond the scope of the contract or work assignment, the contractor shall immediately contact the EPA PO or CO.

Office of Water
Information Quality Guidelines Checklist for
Influential Information

Influential Information has or will have a clear and substantial impact on important public policies or private sector decisions. (Includes OMB economically significant actions, peer reviewed documents, top Agency policy documents, and other actions on a case-by-case basis.)

- ☐ The information to be disseminated is covered under The Guidelines.
- ☐ The information is in compliance with EPA's Quality System and other related policies.
- ☐ The information is in compliance with Office of Water's Quality Management Plan.
- ☐ The information is consistent with the OMB definition of "quality," meaning the information has a high level of objectivity, utility, and integrity.
 - ☐ Objectivity: information is presented in an accurate, clear, complete, and unbiased manner, and as a matter of substance, is accurate, reliable, and unbiased.
 - ☐ Integrity: the information cannot be compromised through corruption or falsification because it is secure from unauthorized access or revision.
 - ☐ Utility: the information is useful to the intended users.
- ☐ The information meets "reproducibility" standard.

The information and its accompanying documentation has a higher degree of transparency regarding the following:

 - ☐ The source of the data used
 - ☐ The various assumptions employed
 - ☐ The analytic methods applied
 - ☐ The statistical procedures employed

Division Director's Signature & Date

IQG Officer for OW Signature & Date
(Officer signature Not needed for OGWDW staff)

****If your information does not comply with any of these items, please attach brief explanation of any omissions. Please forward a copy of this document to your office's Quality Assurance Officer.**